

Travel Information Academic Year 2018-19



St Joseph's College

Travel Information

St Joseph's operates its own in-house, transport scheme with a fleet of school minibuses and dedicated drivers, employed by the College all of whom are fully trained and have first aid training. This bespoke service offers parents peace of mind, particularly for younger passengers.

Routes: currently run from Colchester, Dedham Vale, Ipswich, Sudbury, Woodbridge, Felixstowe, Tendring and Hadleigh. The routes and pick up times are listed below and are subject to traffic conditions. Additional stops may be requested at the time of making a termly booking, as long as they are on the designated route. These will be agreed if they are safe and do not adversely affect the route timings. Requests for additional stops should be made on the booking form.

In addition, if travelling by train, we also offer a complementary shuttle service to and from the railway station, subject to availability, for both mornings and afternoons - please telephone the College for further details.

Booking: Please find a full timetable, current price list and booking form below. For any other enquiries about our transport service, please contact the College's Transport Supervisor on transport@stjos.co.uk.

This is a driver only service; there will be no additional staff to supervise pupils. Thus, pupils are expected to conform to the Code of Conduct, as outlined below. By making a booking to use a College bus it will be assumed that parents and pupils clearly understand the expectations of the pupil when using this service. We reserve the right to withdraw the service in the event of repeated poor behaviour.

There are limited spaces available on our services and places are issued on a first come, first served basis. Temporary or one-off journeys may be available in exceptional circumstances with the prior agreement of the school and if space allows. Charges are based on return journeys Monday-Friday inclusive throughout the term and are levied termly to the school bill.

Please note: in the afternoon, buses normally depart at 5.00pm after our Development Hour, however, at the end of each half term departure is at 4.00pm.

As traffic flow can have a significant bearing on timings, please be at your stop in the morning five minutes before the time stated as drivers are unfortunately unable to wait.



Age Restrictions: There is no minimum age to use this service. However, students must be able to be independent, including fitting of seat belts and booster seats (if required). Where there is a legal requirement for a child to use a booster seat, this must be provided for this route, by parents, and stored at school during the day. Booster seats cannot be left on the bus. We reserve the right to withdraw use of the service if we feel that a pupil is not able to manage independently on the bus.

Pick up Procedure: Please ensure your child is at the pickup point in the morning in good time (5 minutes before designated time), as the bus will not wait for late arrivals. Several of the stopping points, though safe for a short halt, would cause serious inconvenience to other road users if the bus waited for more than the minimum time. In the event of the pupil not being at the designated stop, the driver will continue on the route.

Drop off Procedure: Senior school pupils will be dropped at the designated stop and allowed to walk home, or wait for a parent unsupervised. Prep School pupils will only be dropped if there is a parent or nominated adult to meet them. In the event that a Prep School child is not met the driver will continue on his/her journey and attempt to drop the child on the return. If there is still no one to meet the bus, the driver will return the child to the College and supervise them. Parents will be given the Transport Supervisor's contact details to be used in the event of an emergency.

Important Notice to Parents: When using any of the bus services offered, it is the parent's responsibility to ensure that their child is safe and secure in their transit between pick up/drop off points and home.

Pricing:

Below are the prices for the St Joseph's Bus Clubs for the academic year 2018-19. Prices are per day and will be invoiced on a termly basis, in advance.

Location	Daily	Christmas Term	Lent Term	Summer Term	Annual Cost
Colchester	£8.30	£539.50	£489.70	£373.50	£1,402.70
Dedham Vale	£8.20	£533.00	£483.80	£369.00	£1,385.80
Ipswich	£5.40	£351.00	£318.60	£243.00	£912.60
Sudbury	£9.15	£594.75	£539.85	£411.75	£1,546.35
Felixstowe	£7.30	£474.50	£430.70	£328.50	£1,233.70
Tendring	£8.55	£555.75	£504.45	£384.75	£1,444.95
Hadleigh	£8.80	£572.00	£519.20	£396.00	£1,487.20
Woodridge	£8.00	£520.00	£472.00	£360.00	£1,352.00



Bus Travel Route Information

1. Colchester Travel Club

0710	West Bergholt	0745	The Crown Ardleigh
0720	Colchester football Stadium	0750	Moor Rd Langham
0725	Fill Pots Garden Centre	0752	School Rd Langham
0730	Langham Rd	0755	Gun Hill, Stratford St Mary
0735	Mill Road Colchester	0825	St Joseph's College

2. Tendring Travel Club

0710	Thorpe Rd Little Clacton	0740	Horsley Cross
0720	Landermere Road, Thorpe le Soken	0755	Stutton
0725	Beaumont Com Moze	0800	Tattingstone
0730	Weeley Council Office	0825	St Joseph's College

3. Dedham Vale Travel Club

0730	School Lane, Lawford	0810	Capel St Mary
0735	Ogilvie Hall, Lawford	0755	Mill Hill
0745	The Lion Ardleigh	0805	Hadleigh Rd, Gaston Rd, East Bergholt
0750	Coggeshall Road Dedham	0825	St Joseph's College

4. Sudbury Travel Club

0700	High St Earls Colne	0825	St Joseph's College
0730	Waitrose Lorry Park, Sudbury		
0740	Village Store Boxford		

5. Ipswich Travel Club

0745	Hervey St/Tuddenham Rd	0800	Ivry St/Broughton Rd
0750	Borrowdale Tuddenham Rd	0805	Wellington St
0755	Westerfield /Park Rd	0820	St Joseph's College

6. Felixstowe Travel Club

0730	Morrison's car Park Felixstowe	0820	St Joseph's College
0745	Brackenbury Sports Centre, High Rd East		

7. Hadleigh Travel Club

0745	Magdalen Rd Car Park, Hadleigh	0820	St Joseph's College
------	--------------------------------	------	---------------------

8. Woodbridge Travel Club

0720	Melton	0750	Foxhall Road
0730	Woodbridge	0815	St Joseph's College
0745	Kesgrave		

For all enquiries, please contact the Transport Office.



Bus Club – Booking Form

Parent's Name:	
Address:	
Postcode:	
Telephone Number:	

DETAILS OF PASSENGERS

	Pupil 1	Pupil 2
Name:		
Date of Birth:		
Form / Year:		
Date to start using the bus:		
Bus Route Required:		
Bus Stop Required:		

I accept that the fares will be charged to my St Joseph's College fee account to be paid at the beginning of each term. All bus clubs require **one term's notice** if you no longer require this service. I can confirm that I have read and accept the St Joseph's College Bus Club Rules on behalf of my child and the General Terms and Conditions for the In House Bus Club Service.

Signature of parent: _____

Date: _____

Please complete and return this form to:

Transport Department - Transport@stjos.co.uk



BUS PASSENGER CODE OF CONDUCT

Expectations for behaviour on the College bus and Health and Safety Contract for pupils:

Pupils travelling on the school buses represent St Joseph's College and accordingly must act responsibly and respect the following rules:

1. Remain seated with seat belts fastened from boarding the bus, until the bus has come to a standstill at school/drop-off points.
2. Do not take other pupils' belongings, throw anything on the bus, call out or deliberately annoy other pupils or the driver.
3. Be courteous and considerate to the driver and other pupils on the bus. Unkind or bullying behaviour is not acceptable.
4. Obey instructions given by the driver.
5. Keep noise level low to avoid distracting the driver.
6. Older pupils are expected to take some responsibility for younger pupils, helping if there are any difficulties and alerting the driver or a member of staff of any concerns.
7. Pupils should be considerate and courteous to members of the public.
8. Place all rubbish into the bins/bags provided before leaving the bus.

Failure to adhere to these simple rules may jeopardise the safety of all concerned. Any incidents or allegations regarding poor or unsafe conduct will be investigated. Pupils who abuse the rules can expect to lose the right to travel on the school buses.

Any concerns regarding the behaviour of pupils on school buses should be reported to the transport Supervisor, who will forward the information to the relevant Head of School.

I have read and understood the Health and Safety Contract. I agree to uphold this contract and support the staff of St Joseph's College and any other provider used by the College.

Signed:.....(parent/guardian)

Signed:.....(pupil) Print

Name:.....(pupil) Date:.....

The information you give us on the Bus Booking and Health & Safety Contract form is used by the College as part of the process to allocate seats on the school bus. Personal data in this form is stored securely by the College; we ensure that appropriate technical and organisational measures are in place to ensure its security. If you do not accept the offer of a seat we will only keep the information for a long as we need to, but will destroy it within in one term. For more information about how the College uses your and your child's information, please see our privacy notices on the College's website: <https://www.stjos.co.uk>. Where you are providing personal data in relation to your child aged 12 years or older, please ensure that he or she is happy for you to provide this to the College. You should also show him or her a copy of the pupil privacy notice and discuss it with him or her



GENERAL TERMS AND CONDITIONS FOR THE IN HOUSE BUS CLUB SERVICE TO AND FROM ST JOSEPH'S COLLEGE

1. Background. St Joseph's College runs this bespoke in house service to enable parents requiring assistance in getting their children to and from school. The service is run on a day-to-day basis by the Transport Supervisor. A list of the current coach routes is enclosed.
2. Financial Policy. The service, including overheads, is paid for by those parents using the service and is subsidised by the College. Charges will be collected termly via the school billing system. In the event that a child does not use the place for a day or period of days, no refunds are given.
3. Timetable. The morning timetable is designed to allow the pupil to arrive at their College in good time for the start of the working day. Normally students arrive on time, but given the level of traffic congestion in the area, it is not possible to guarantee this will always happen. Parents should take this into account when their child has an early start for a public examination.
4. Booking & Allocation of Places. Parents wishing to use the service must complete a Booking Form. Once a place is allocated it will remain with the pupil unless:
 - The place is withdrawn in accordance with Paragraph 7.
 - Notice is given to cease using the service in accordance with Paragraph 12.
 - Demand for the particular route falls to such a point that it is no longer economically viable. In that case a place on an alternative service will be offered, if feasible.
5. Service. It is the objective of the service to provide a place for every pupil for whom a booking form has been received and who resides within the catchment area. Wherever possible this will be on the route requested by the parent. Where this is not possible, the pupil will be placed on a waiting list and allocated a seat on the preferred route as soon as a place becomes available. Temporary alternative arrangements may be offered.
6. Pick Up & Drop Off Points. The pick-up and drop off points will be notified by the College to all parents who use the service. Coach drivers are only permitted to stop at these points and are expressly forbidden from deviating from this schedule. It is the responsibility of parents to ensure their child arrives at the pick-up point in good time and that they are supervised adequately until the coach arrives. Morning and afternoon arrangements must take account of delays caused by traffic congestion.
7. Supervision on Buses. Whilst the College bus service is run by its own minibus drivers, there are no supervisory staff on the buses and it is to the credit of the pupils that instances of poor discipline are rare. Nevertheless, coach drivers have instructions to report all such instances and the College treat reports of this nature in a very serious manner. Normally, one warning will be given and any repeated occurrence may lead to the pupil's place on the coach being withdrawn temporarily or permanently without refund. Where the incident is of a very serious nature, the withdrawal will be immediate.



8. Safety. In the mornings, pupils are dropped off on campus.. When on a minibus your child must remain seated at all times and use the safety belt provided. Parents are asked to impress upon their children the importance of using the seat belt.
9. Departure. In the afternoon coaches depart promptly from College and it is important your child appreciates the need to go straight to the appointed coach park at the end of the school day.
10. Change to Routes etc. In order to run a cost effective and punctual service, the College may need from time-to-time, to alter the coach arrangements. We must, therefore, reserve the right to alter routes, pick up points, times and use external coach companies. We will endeavour to keep changes to a minimum and provide as much warning as the circumstances allow.
11. Visitors. Where your child is hosting a visitor at their College e.g. overseas exchange student, or wishes to bring a friend home, the parent must first contact the transport Supervisor and check there is space available on the coach.
12. Notice. The notice period is one term. The notice must be in writing and received by the Transport Supervisor by 12.00 p.m. on the first day of the new term. Notice is not required where the pupil is leaving at the end of the upper sixth form year.
13. Termly Charge. The termly charge will normally cover the whole of the academic year, however, we do reserve the right to make changes in-year and pass on increased costs above that allowed for in the business plan. The charge for the next academic year will be notified to parents by no later than 31 March annually.
14. Emergencies. In the event of an emergency e.g. coach breakdown, the Transport Supervisor will endeavour to establish the nature of the problem and pass the information to parents.

